

**To:** DeMeo, Sharon M.[Demeo.Sharon@epa.gov]  
**From:** King, John Paul  
**Sent:** Wed 2/26/2014 7:48:06 PM  
**Subject:** FW: Facilities Conference Room Reservation - Confirmation

-----Original Message-----

From: r1.facility@epa.gov [mailto:r1.facility@epa.gov]  
Sent: Wednesday, February 26, 2014 2:48 PM  
To: King, John Paul  
Subject: Facilities Conference Room Reservation - Confirmation

John Paul King CPI (617)918-1295

For Your Information

You have reserved

Room: 0631, Mount Roosevelt (6th Floor),  
with a start date and time of 04/09/2014 10:00AM  
and an ending date and time of 04/09/2014 11:00AM

Purpose: Merrimack Station Update

Setup:

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Additional Room Information:

Map Link: [http://r1-gis-web.r1.epa.gov:9876/cfdocs/r1apps/map\\_floor.cfm?jack=6-73](http://r1-gis-web.r1.epa.gov:9876/cfdocs/r1apps/map_floor.cfm?jack=6-73)  
Room 0631 Mount Roosevelt (6th Floor)  
Room Phone: 617-918-2734  
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If you have any questions or need to modify your reservation, please contact the Facility Help Desk at 8-2000.

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Please contact Sylvia Estabrook 8-8332 or OEME Facilities 8-8350 for Lab Conference Room changes.  
Please contact Rosa Beato 8-1940 or Nick Muniz 8-1914 for Info Center Training Room changes.

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EPA New England's Green Team presents:

Green Meetings Tips - What you can do to make your meeting green at  
<http://r1-gis-web.r1.epa.gov:9876/oarm/ems/GreenMeetings.html>

Additional information for Chelmsford Lab Conference Room:

<http://r1-gis-web.r1.epa.gov:9876/oeme/data/ConferenceRoomsInstructions.pdf>

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Thank You.

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